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ABSTRACT

This document provides 1974-75 guidelines for staff and program development in Florida's 28 public community colleges, and reproduces the forms used in the administration of such programs. Staff development includes the improvement of competency of all personnel employed by the colleges. Program development includes the improvement of existing offerings as well as designing new programs. Program categories considered are: instructional, organized research, public service, academic support, student support, institutional support, and physical plant operation and maintenance. The staff and program development projects at each institution are summarized, the program and functional area served and the amount spent on these activities are identified, and the various development projects are evaluated. An analysis of the programs according to resource allocations and expenditures concludes the report. Project information is presented in tabular form. (NHM)

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STAFF AND PROGRAM DEVELOPMENT

IN

FLORIDA'S PUBLIC COMMUNITY COLLEGES

1974-75

State of Florida
Department of Education
Ralph D. Turlington
Commissioner
Division of Community Colleges
Tallahassee, Florida

April, 1976

JC 760 272

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INTRODUCTION

The purpose of this document is to report staff and program development guidelines and forms and to report institutional activities during 1974-75 supported by staff and program development allocations. Some institutions may have engaged in staff or program development activities supported by funds additional to funds provided through the State program for staff and program development, and those activities may not be reported herein. An analysis of staff and program development activities is reported on the final pages of this document.

Enactment of a new procedure for determining the apportionment of state funds to community college districts became effective July 1, 1973. Prior to that time, the authority for staff and program development as a special funding program was S230.767, Florida Statutes. State Board of Education rules and administrative directives from the Division of Community Colleges provided direction for administering the SPD program. Funding was at the rate of three percent of salaries.

The new funding procedure law removed staff and program development authorization and formulation from law. State Board of Education Rule 6A-14.29 now provides the authority for the SPD program and provides the allocation formula. Further direction for administering the SPD program remains with the Division of Community Colleges. Funding is at the rate of two percent of the previous year's apportionment for current operation.

A Staff and Program Development Guidelines Committee consisting of representative members of the community college system aids the Division of Community Colleges in maintaining guidelines for the SPD program. Coordination of the SPD program is through a system of SPD coordinators with one from each community college.

State Board of Education Regulations (6A-14.29) reads:

> Staff and program development funds.--Funds included in the minimum foundation program for staff and program development shall be expended by each community college in accordance with a plan for staff and program development. Such plan shall be submitted for review and approved as required by the director. Beginning July 1, 1973, each community college shall allocate from its resources available for current operations during the fiscal year an amount equal to not less than two percent (2%) of the previous year's allocation from the state community college program fund or minimum foundation program for the purpose of funding staff and program development activities. In the event that current allocations from the state community college program fund are less than the allocations for the previous year, the director may authorize a decrease in the allocation to support staff and program development activities to an amount not less than two percent (2%) of current year program fund allocations.

GUIDELINES AND FORMS

RALPH D. TURLINGTON
COMMISSIONER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE 32304

LEE G. HENDERSON
DIRECTOR
DIVISION OF COMMUNITY COLLEGES

Staff and Program Development

March 25, 1976

GUIDELINES

The following guidelines apply to the staff and program development plans and activities within Florida's community colleges as provided for in State Board of Education Rule 6A-14.29.

1. Definitions.

   A. Staff Development.--The development of existing staff includes the improvement of staff competency for both current requirements and new applications through interacting and updating experiences in human relations, in occupational skills, in subject matter, in teaching techniques, in foundation disciplines, and in resources utilization. Staff is interpreted to include all personnel employed by the colleges.

   B. Program Development.--The development of programs includes the improvement of existing offerings as well as the designing of new programs. It is program initiation or improvement rather than expansion of existing programs. Development may be in any or all of the program categories: instructional, organized research, public service, academic support, student support, institutional support, physical plant operation and maintenance. Program development includes researching, planning, and evaluating; salary payment (see restrictions); and purchasing of specialized equipment (see restrictions).

   C. Goal.-- A goal is the end toward which effort is directed. Staff and program development goals are those goals within the overall goals of the institution which are expressions of the mission or purpose toward which staff and program development efforts are directed.

   D. Objective.--An objective is the specification of what is to be achieved within a given time. Staff and program development objectives are expressions of the intended extent and direction of change (planned outcome) or of the intended quantity or quota of production (planned output). Characteristic of an objective is its statement in terms that are measurable, such that its accomplishment is observable and verifiable by applying results against the phrasing of the objective.

E. Activity.--An activity is the action taken by a college toward achieving a staff or program development objective.

II. Forms.

Three forms are required in the planning and evaluation of staff and program development activities.

A. Five-Year Goals Plan (SPD-1).--On this form are identified the long-range goals for staff and program development as determined by a college. The span of the Goals Plan is five years. The Goals Plan is to be reviewed annually by the college and updated or continued without modification.

The Goals Plan reflects a college's commitment to certain staff and program development goals identified by the college based on the study of its staff and program development needs. The Goals Plan identifies the areas of activity toward which SPD activities will be addressed.

The updated or continued Goals Plan for the subsequent five-year period is to be submitted annually for approval to the director of the Division of Community Colleges by March 1.

B. Activity Evaluation (SPD-2).--On this form are reported the evaluations of staff and program development activities. An Activity Evaluation is to be prepared for each discrete activity.

The collection of Activity Evaluations, including a financial report summary, that pertains to the activities of the immediately preceding year is to be submitted annually to the director of the Division of Community Colleges by September 10.

C. Financial Report Summary.--This is a form to be submitted with each collection of Activity Evaluation forms. The design is to be determined by each college, but will contain the following information as a minimum:

1. Balance, July 1, 197_

2. Additions

3. Total Available

4. Expenditures Summary
   a. Salaries
   b. Contingency
   c. Equipment
   d. Other

5. Balance, June 30, 197_
   a. Encumbered
   b. Unencumbered

III. Restrictions.

Basic to the staff and program development concept is that it is not a device to obtain more operating funds for the colleges. The use of staff and program development funds to pay for normal operating expenses is not appropriate. Since staff and program development funds are appropriated for staff and program development purposes, the following restrictions apply.

A. Salaries.--Funding new positions with staff and program development money, when authorized, is limited to planning and initiating new programs. The payment of salaries for such positions from staff and program development funds is limited to a maximum of three years.

Funding existing positions with staff and program development money, when authorized, is limited to providing released time for planning or study which contributes directly and measurably to program development. Staff and program development funds may be used for salary increases or fringe benefits only for positions supported from staff and program development funds.

Salary payments are to be limited to program initiation or improvement rather than expansion of existing programs.

B. Equipment.--Purchasing equipment with staff and program development funds is limited to program initiation or improvement rather than expansion of existing programs. In addition, the equipment must not merely duplicate or replace existing equipment; merely increase existing inventories; or meet regular, ongoing equipment needs.

Equipment purchased with staff and program development funds must not account for more than fifteen percent of the staff and program development allocation of the college for the year of purchase. A college may request authorization from the Division of Community Colleges to exceed this limitation on the basis of special justification.

A limitation of three years applies to equipment rental and equipment incremental purchases.

C. Contingency.--A budgeted contingency is permitted in an amount not to exceed two percent of the staff and program development allocation of the college for the year of the contingency. Expenditure of contingency funds must be consistent with the guidelines.

D. Self-Study.--Staff and program development funds must not be used to pay the direct costs of meeting Southern Association or other accrediting agency self-study requirements.

_____
(Institution Name)

FIVE-YEAR GOALS PLAN
July 1, 19__ -- June 30, 19__

On this form are stated the institution's long-range (five years) goals for staff and program development. Following each goal statement is the rationale for the goal. (Due in the office of the Director of the Division of Community Colleges by March 1.)

1. GOAL:

   Rationale:

2. GOAL:

   Rationale:

3. GOAL:

   Rationale:

4. GOAL:

   Rationale:

-Over-

5. GOAL:

Rationale:

6. GOAL:

Rationale:

7. GOAL:

Rationale:

8. GOAL:

Rationale:

Use additional pages, if needed.)

- -

The college has completed a study of the past year's SPD Five-Year Goals Plan and of the accomplishments of SPD activities since its preparation and of current and future staff development and program development needs of this college. The SPD Five-Year Goals Plan presented above is the result of the study.

SUBMITTED BY: APPROVED BY:

President	Date	Director, DCC	Date

_____
(Institution Name)

ACTIVITY EVALUATION
July 1, 19__ -- June 30, 19__

On this form is reported the institution's evaluation of one of its discrete SPD activities within the group of SPD activities conducted the past year. (Due in the office of the Director of the Division of Community Colleges by September 10. The set of Activity Evaluations is to be accompanied by an SPD financial report summary.)

1. _____
Title of Activity

2. Specific objectives (stated in performance terms) of the activity were:

3. Check the one PPBS program area served most by the activity.

STAFF DEVELOPMENT		PROGRAM DEVELOPMENT
____	Instructional, Advanced and Professional	____
____	Instructional, Occupational	____
____	Instructional, Developmental	____
____	Instructional, Community Instructional Service	____
____	Organized Research	____
____	Public Service	____
____	Academic Support	____
____	Student Support	____
____	Institutional Support	____
____	Physical Plant Operation and Maintenance	____

4. Amount budgeted, $ _____ 5. Amount spent, $ _____

-OVER-

SPD-2, 4/75

6. Status of the activity.

_____ Completed

_____ Not completed, will be continued

_____ Abandoned

_____ Never started

7. Was the procedure for achieving the specific objectives successful?

_____ Very successful, would recommend

_____ Successful in given situation

_____ Neutral in effect

_____ Not successful

_____ Not determinable at this time

8. Were the specific objectives met?

_____ Yes

_____ Partly

_____ No

_____ Not determinable at this time

9. To what degree was the related goal in the Five-Year Goals Plan achieved?

_____ Completely

_____ To a major degree

_____ To a minor degree

_____ No measurable effect on goal

10. Narrative evaluation, including results achieved.

INSTRUCTIONS, ACTIVITY EVALUATION

The following information is needed to complete item three on the Activity Evaluation form, SPD-2. The item refers to the one PPBS program area served most by the activity. The problem is to determine which one of the program areas listed on the form most nearly fits the specific SPD activity being reported. The appropriate program area is indicated by placing a mark in the column that most nearly fits the intent of the activity, staff development or program development.

To describe the program areas, the following material is extracted from the PPBS Procedures Manual.

Community College Program Structure

1.0 Instruction

This program includes formally organized activities designed for the purpose of transmitting knowledge, skills, and attitudes to a specifically identified target or clientele group.

Subprograms:

1.10 Advanced and Professional Instruction
1.20 Occupational Instruction
1.30 Developmental Instruction
1.40 Community Instructional Services

1.00-10 Advanced and Professional Instruction

These are courses and curricula designed to provide the first two years of course work leading to an advanced or professional degree; e.g. bachelors degree. Included are both general education and specialized lower division courses. An associate degree is awarded persons completing program requirements in this area. Do not include non-credit courses preliminary to work on a baccalaureate or associate degree or non-credit improvement courses.

Clusters:

1.01 Agriculture	1.09 Inter-disciplinary
1.02 Biological and Physical Science	1.10 Law
1.03 Business	1.11 Mathematics & Computer Science
1.04 Education	1.12 Public Service
1.05 Engineering	1.13 Social Science
1.06 Fine Arts	1.14 General Degree Transfer
1.07 Health	1.15 General Degree non-Transfer
1.08 Humanities and Letters	

1.20 Occupational Instruction

This subprogram includes both credit and non-credit courses and curricula designed to prepare persons for an occupation without subsequent training or education in an institution of higher education. Many of the courses classified in Occupational Instruction are transferable to State universities to apply toward a bachelors degree, but they are placed in this subprogram since they are required for an occupational degree or certificate because of their specialized context. In other words, the classification of a course as Occupational Instruction has no bearing on its transferability. This subprogram should include non-credit occupational courses and curricular programs.

Clusters:

1.21 Agriculture
1.22 Distributive
1.23 Health
1.24 Home Economics
1.25 Office
1.26 Trade & Industrial
1.27 Technical

1.30 Developmental Instruction

These are courses and curricula established to prepare persons with college entry level knowledge, skills, and attitudes.

Clusters:

1.31 Compensatory Instruction

This includes instructional activities designed to meet the academic and personal needs of educationally disadvantaged students. These activities are intended to bridge the gap between secondary school and college for students with specifically identified deficiencies.

1.32 Adult Elementary and Secondary Instruction

This includes instructional activities for literacy, high school completion, adult basic education, and GED.

1.40 Community Instructional Services

This subprogram contains organized instructional activities designed for specific clientele groups in the community. It should not include instructional activities developed for matriculated students. Courses in this subprogram are not part of the degree or certificate requirement in any of the other instructional programs. Do not include non-credit occupational courses. They should be classified in 1.20 Occupational Instruction.

Clusters:

1.41 Citizenship Instruction

These are formal instructional activities which contribute to the development of understanding and attitudes conducive to participation in civic affairs; examine the responsibilities of citizens; and contribute to the strength of society through improvements in family life, child care, family economics, personal health, nutrition, instruction for senior citizens, etc. Do not include non-credit occupational courses.

1.42 Avocational Instruction

These are seminars, lectures, short courses, institutes, and conferences which have traditionally been called "avocational" or "non-vocational" because they are designed primarily to satisfy the personal objectives of the participant. These activities are distinquished from those in Citizenship Instruction (1.41) by the fact that they are directed more at satisfying personal needs of individuals than at providing specific social benefits. They are non-vocational since they are not concerned with transmitting skills and knowledge related to the future employment of the participant. State funds cannot be used to support these activities.

1.90 Other Personal Objectives

This subprogram is established to account for students who do not intend to complete a curricular program offered by the college, but who are taking credit courses to satisfy their personal objectives. An example would be a teacher taking a course to be used for renewal of certificate, in which case the teacher is not seeking to complete degree or certificate requirements.

2.0 Organized Research

The organized research program comprises all research related activities established within an institution or separately budgeted and conducted with internal funds. A research related activity is one that is established to undertake an investigation of a specific scope as defined by the commissioning agency to produce research outcomes that may include the creation of new knowledge, the reorganization of knowledge, and the application of knowledge.

Subprograms:

2.10 Research Institutes and Centers
2.20 Individual or Project Research

2.10 Research Institutes and Centers

This subprogram contains all research related activities that are part of a formal research organization.

2.20 Individual or Project Research

This subprogram contains the research activities that are normally managed within academic departments. This includes research activities that have been created as the result of a contract, grant, or specific allocation of institutional resources to conduct a study or investigation of a specific scope. Do not include institutional research, operations research, systems development activities, etc. which are related to improvement or evaluation of institutional programs and management.

3.0 Public Service

3.10 Community Service

This subprogram includes community services which are designed to improve the quality of community life and to assist in the identification and solution of community problems. These community services may include but are not limited to library, clinical, and educational counseling services for citizens not enrolled at the college; consultative and technical services provided to community groups; cultural enrichment programs; and community use of facilities.

4.0 Academic Support

This program includes activities that directly support, supplement, or augment the Instruction Program.

Subprograms:

4.1 Learning Resources
4.4 Instructional Computing Services
4.5 Ancillary Operations
4.6 Academic Administration
4.7 Course and Curriculum Development
4.8 Professional Personnel Development

4.10 Learning Resources

Included in this subprogram are activities which provide for the collection, storage, distribution, and use of instructional materials and equipment for the entire college. It includes:

A. Libraries which consist of activities that directly support the operation of a cataloged collection of published materials.

B. Audio-Visual services which include activities associated with providing audio and/or visual materials, media, and equipment in support of the instructional program.

C. Museums and galleries which include program elements established to provide services related to the collection; preservation; and exhibition of historical materials, art objects, scientific displays, etc.

This subprogram should include the centralized activities of learning resources for instructional purposes. If a library, audio-visual laboratory, or exhibit is established and maintained by a specific instructional area (discipline, department, division), it should be accounted for in the Instruction Program.

4.40 Instructional Computing Services

This subprogram includes computing support to the Instruction Program. It should not include administrative data processing which is accounted for in the Instructional Support Program (6.0). Where these two activities are combined in a single organizational unit and budgetary account, provision should be made to distribute cost accordingly.

4.50 Ancillary Operations

This subprogram includes activities of instructional organizational units which provide training or work experience for students, as well as services to the community. In the past, these activities have been classified as "Activities Related to Instruction."

Examples of ancillary operations are:

A. Automobile repair shop
B. Dental Hygiene Clinic

4.60 Academic Administration

This subprogram includes academic administrative and managerial activities of offices or positions with college or campus-wide responsibilities. It should include the offices and positions of academic vice-presidents, academic deans, deans of instruction, etc. It should not include departmental or divisional administrative activities related to specific instructional organizational units, since provision is made to account for these activities in the Instruction Program. It should not include offices or positions responsible for curriculum planning and development. These activities should be classified in Course and Curriculum Development (4.70).

4.70 Course and Curriculum Development

This subprogram includes activities related to designing new courses, developing new course materials, and planning and implementing new curricular programs. It does not include faculty members' time, or other resources associated with preparing for or conducting existing courses. It is therefore the resources and costs of development, rather than maintenance of existing courses and curricula. However, when a major revision is made to existing course materials or the mode in which such materials are presented is significantly changed, such costs may be identified with this subprogram.

4.80 Professional Personnel Development

This subprogram includes activities related to the development and improvement of the college's instructional professional staff. It would include activities such as in-service training programs, sabbatical leaves, training institutes, seminars, and workshops, etc.

5.0 Student Services

This program includes those activities provided by the college to assist and provide services for students, as well as to augment certain aspects of the instructional program.

Subprograms:

5.10 Social and Cultural Development
5.20 Organized Athletics
5.30 Counseling and Advisement

5.40 Placement Services
5.50 Financial Aid Administration
5.60 Student Admissions and Records
5.70 Health Services
5.80 Services for Special Students
5.90 Student Service Administration

5.10 Social and Cultural Development

This subprogram includes activities related to the students' social and cultural development outside of the context of the formal academic program. Objectives of this subprogram usually focus on personal hygiene, participatory recreational activities, involvement in civic affairs, and appreciation of various artistic and communication forms. It includes:

A. Student Activities; clubs, newspapers, etc.
B. Cultural Events; conferences, lectures, convocations, etc.
C. Student Organizations
D. Recreational Activities
E. Intramural Sports

5.20 Organized (Inter-collegiate) Athletics

This subprogram includes activities established for the purpose of competing with other colleges in basketball, baseball, track, swimming, tennis, golf, etc.

5.30 Counseling and Advisement

This subprogram includes activities such as counseling students and parents, evaluating student abilities (testing), assisting students in career planning, and assisting students in personal and social adjustment and development. It should also include related types of activities such as orientation, career laboratories, and career days. It should include centralized advisement activities if they are made available to students.

5.40 Placement Services

This subprogram includes activities related to placing students in a job upon completion of all or a portion of a college program.

5.50 Financial Aid Administration

This subprogram includes activities established to administer the financial aid program of the college. It does not include revenue or expenditures for student loans or scholarships.

5.60 Student Records and Admissions

This subprogram includes activities related to developing, processing, maintaining, and distributing student records; e.g.,

A. Admissions
B. Registration
C. Records
D. Transcripts
E. Transfer Evaluation
F. Degree Certification
G. Statistics

5.70 Health Services

This subprogram includes activities established to provide non-instructional services to students with special needs or problems. It includes services for veterans, foreign students, disadvantaged, and handicapped students. Do not include financial aid or compensatory instructional activities.

5.90 Student Service Administration

This subprogram includes activities established to administer the student service program. Include in this subprogram those administrative offices and positions with college or campus-wide management responsibilities; e.g., vice-presidents of student services, deans of student personnel services, directors of student services, etc.

6.0 Institutional Support

This program consists of those activities within the institution that provide campus-wide support to the other programs.

Subprograms:

6.10 Executive Management
6.20 Fiscal Operations
6.30 General Administrative Services
6.40 Logistical Services
6.60 Administrative and Support Staff Services
6.70 Community Relations

6.10 Executive Management

This subprogram includes activities established for college-wide policy development, planning, management, institutional research, and evaluation. It includes the following functions and organizational units:

A. District Board of Trustees
B. Legal Services
C. Planning Activities
D. Institutional Research, Analytical Studies, and Follow-Up Studies
E. College-wide Management - President, Assistant to the President, and Vice-President
F. Faculty Senate or equivalent committee

6.20 Fiscal Operations

This subprogram includes activities related to fiscal accounting, control, management, and investment. It includes:

A. Auditing (external and internal)
B. Budgetary Control
C. Investment Management
D. Accounting
E. Cash Collections
F. Payroll Accounting
G. Contract and Grant Accounting
H. Offices and Positions of Fiscal Administrators

6.30 General Administrative Services

This subprogram includes services and general institutional expense which cannot be logically classified in one of the other subfunctions; e.g.,

A. Administrative Data Processing
B. Personnel Services
C. Business Hospitality
D. Organizational Memberships
E. General Insurance (other than property insurance)

6.40 Logistical Services

This subprogram includes activities which provide procurement services, supply and maintenance of provisions, orderly movement of materials on campus, and security and safety services. It includes the following types of activities:

A. Purchasing
B. Receiving
C. Shipping
D. Warehousing
E. Property Management
F. Mail and Distribution
G. Telephone and Telegraph Services
H. General Printing

I. General Reproduction (unallocated)
J. Campus Transportation
K. Garage
L. Motor Pool
M. Parking and Parking Space Management
N. Police and Campus Security Services

It should be noted that this subprogram includes the cost of providing these campus-wide services if they are provided.

6.60 Administrative and Support Staff Services

This subprogram includes activities related to administrative and support staff development, improvement, and general services. It includes:

A. In-Service Training
B. Sabbatical Leaves
C. Training Institutes, etc.

6.70 Community Relations

This subprogram includes activities established to maintain relationships with the general community and the college's alumni. It includes the following activities:

A. Alumni Relations
B. Community and/or Public Relations Activities
C. Development (fund raising)

0 Physical Plant Operation and Maintenance

This program includes activities established to provide services and support related to the operation and maintenance of the physical plant. It includes the following activities:

A. Building Maintenance
B. Grounds Maintenance and Operation
C. Custodial and Janitorial Services
D. Utilities
E. Plant Operational Expense, including insurance on buildings and equipment, electricity and water bills
F. Repairs of Furniture and Equipment
G. Minor Repairs, alterations or renovations of existing buildings financed from General Current Funds

ACTIVITIES

KEY

Program Area Served Most

A&P	Instructional, Advanced and Professional
Occ	Instructional, Occupational
Dev	Instructional, Developmental
CIS	Instructional, Community Instructional Service
OR	Organized Research
PS	Public Service
AS	Academic Support
SS	Student Support
IS	Institutional Support
PP	Physical Plant Operation and Maintenance

Status of the Activity

C	Completed
NC	Not completed, will be continued
A	Abandoned
NS	Never started

Procedure for Achieving Specific Objectives was Successful?

1	Very successful, would recommend
2	Successful in given situation
3	Neutral in effect
4	Not successful
5	Not determinable at this time

Specific Objectives Were Met?

Yes	Yes
Partly	Partly
No	No
ND	Not determinable at this time

Related Goal in Five-Year Goals Plan was Achieved?

Com	Completely
Maj	To a major degree
Min	To a minor degree
No	No measurable effect on goal

Brevard Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
TUITION REFUNDS.-- Reimburse professional staff pursuing advanced study for part of fees incurred.	X		AS	$ 4,412	C	1	Yes	Com
EXTENDED PROFESSIONAL LEAVE.-- Fund two extended professional leaves with pay.	X		Occ	7,768	C	1	Yes	Com
EDUCATIONAL CONSULTANTS.-- Employ consultants.		X	AS	1,186	C	1	Yes	Com
TRAVEL.-- Send professional staff to conferences.	X		AS	12,991	C	1	Yes	Com
IN-SERVICE TRAINING.-- Train Career Development Center staff to use the Singer Vocational Evaluation System.	X		SS	452	C	1	Yes	Com
TEAM-TUTORIAL INSTRUCTION.-- Develop a syllabus outline for seventeen fifty-minute individualized or small group discussions and course outlines in industrial supervision and management and quality control and reliability.		X	Occ	2,000	C	1	Yes	Com
CAREER PLACEMENT AND FOLLOW-UP.-- Hire a research assistant and a student assistant to the director of placement and follow-up.		X	SS	7,326	C	1	Yes	Com
STATE AND LOCAL GOVERNMENT.-- Prepare a guide to cinematic instruction of the state and local government course.		X	A&P	1,938	C	1	Partly	Com
PPBS.-- Evaluate, modify, and continue the development of MIS/PPBS.		X	IS	28,715	NC	2	Partly	Maj
INTRODUCTORY CHEMISTRY.-- Restructure objectives and learning activities of the introductory chemistry course.		X	A&P	1,125	C	2	Partly	Com
INTRODUCTORY COLLEGE ALGEBRA.-- Design a programmed approach to the introductory college algebra course.		X	A&P	241	C	4	No	

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Brevard Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
MACHINE TOOL INSTRUCTION.-- Develop machine tool operational sheets and drawings for five required projects in the machine tool instructional program.		X	Occ	$ 169	C	1	Yes	Com
AUTOMOTIVE MECHANICS.-- Develop an individualized curriculum for the high school automotive mechanics program.		X	Occ	1,868	C	1	Yes	Com
CRIME LAB TECHNIQUES.-- Hire an instructor for laboratory procedures instruction in the criminal investigation program.		X	Occ	6,066	C	1	Yes	Com
MULTI-MEDIA.-- Revise and improve four multi-media presentations used in the comparative religions course.		X	A&P	1,160	C	1	Yes	Com
G.E. FOUNDATION FELLOWSHIP.-- Send a counselor to the General Electric Foundation Fellowship Program in Columbia, South Carolina.	X		SS	930	C	1	Yes	Com
WENDI.-- Develop a curriculum for the Women's Education Development Incentive program.		X	PS	793	C	1	Yes	Com
SYSTEMATIC INSTRUCTION.-- Provide technical assistance to faculty in the development of systematic instructional units.	X		A&P	19,315	C	1	Yes	Com
HUMAN SERVICES TECHNOLOGY.-- Plan, develop, implement, and evaluate the first three terms of an A.S. program in human services technology.		X	Occ	13,743	NC	2	Partly	
BIOMEDICAL ENGINEERING TECHNOLOGY.-- Design and implement a biomedical engineering technology program.		X	Occ	11,945	C	1	Yes	Com
ELECTRICAL ENGINEERING TECHNOLOGY.-- Design and implement an electrical engineering technology program.		X	Occ	900	C	1	Yes	Com

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Brevard Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COMPARATIVE GOVERNMENT.-- Develop and implement a comparative government course.		X	A&P	$ 495	C	1	Yes	Com
CIVIL ENGINEERING TECHNOLOGY.-- Develop course materials for portions of the civil engineering technology program.		X	Occ	870	C	1	Yes	Com
MACHINE TOOL PROGRAM.-- Design, fabricate, and methodize two machine tool packets to complete the individualization of the machine tool course.		X	Occ	985	C	1	Yes	Com
BIOLOGY.-- Individualize instruction in the biology course offerings.		X	A&P	1,837	C	1	Yes	Com
HUMANITIES.-- Develop multi-media materials for use in humanities instruction.		X	A&P	545	NC	3	Partly	
FLORIDA HISTORY.-- Develop and produce a multi-media presentation for the course in Florida history.		X	A&P	7,491	NC	1	Partly	
RADIOLOGIC TECHNOLOGY.-- Plan a radiologic technology program.		X	Occ	2,940	NC	2	Partly	
MAN AND ENVIRONMENT.-- Revise support materials for the television course, "Man and Environment."		X	A&P	600	C	1	Yes	Com
CONSUMER FINANCE.-- Develop and implement a course in consumer finance.		X	A&P	794	C	1	Yes	Com
		TOTAL COST		$141,600				

Broward Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
LANGUAGE AND LITERATURE.-- Fund professional travel for language and literature instructors and obtain Tom Wolfe for a day of lectures.	X		A&P	$ 4,869	C	1	Yes	Com
GUEST ARTISTS.-- Provide for nationally known artists in a series of three guest artist programs.		X	A&P	3,658	C	1	Yes	Com
ELECTRONICS LIAISON.-- Finance a program of visitations by the Engineering Technology Division to Broward County firms associated with electronics.		X	Occ	2,700	C	1	Yes	Com
BEHAVIORAL SCIENCE.-- Fund participation of behavioral science faculty in workshops.	X		A&P	2,199	C	1	Yes	Maj
ADMINISTRATORS TRAINING.-- Provide in-service training activities for administrators.	X		IS	3,000	C	2	Partly	Maj
DATA COMMUNICATIONS.-- Send a staff member to a data communications convention.	X		IS	401	C	2	Partly	No
COMPUTER PROGRAMMING.-- Send two programmers to instruction in structured programming concepts.	X		IS	789	C	1	Yes	Maj
DATA BASE MANAGEMENT.-- Send a staff member to a data base management seminar.	X		IS	720	C	1	Yes	Min
COMPUTER APPLICATION.-- Send two faculty members to a FAU workshop to learn to instruct students in computer application for solving math problems.	X		A&P	130	C	1	Yes	Com
LONG RANGE PLAN.-- Update the comprehensive, long range plan.		X	IS	6,000	C	1	Yes	Com
HOSPITAL AFFILIATE FACULTY.-- Send hospital affiliate faculty to workshops.	X		Occ	1,100	C	2	Yes	Com
ALLIED HEALTH FACULTY ORIENTATION.-- Provide orientation for new faculty in allied health.	X		Occ	1,440	C	1	Yes	Maj

Broward Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
EMT.-- Improve teaching and curriculum development skills of emergency medical technology affiliate faculty.	X		Occ	$ 100	C	2	Partly	Maj
NURSING.-- Provide clinical skills and techniques training of nursing faculty.	X		Occ	6,572	NC	1	Yes	Maj
PROFESSIONAL LEAVE.-- Fund a program of extended professional leave for faculty.	X		A&P	95,942	NC	2	Yes	Maj
COURSE FEES.-- Pay fees of faculty and staff registering for courses offered by the college.	X		A&P	6,119	NC	1	Yes	Maj
IRC.-- Pay membership in Inter-Institutional Research Council.		X	IS	7,000	NC	1	Yes	Maj
DEVELOPMENTAL STUDIES.-- Send several faculty to a national conference on developmental studies.	X		Dev	865	NC	1	Yes	Maj
BIOMEDICAL ENGINEERING.-- Send a participant to the National Biomedical Engineering Conference.	X		Occ	686	C	2	Yes	Min
APPLIED PSYCHOLOGY.-- Develop small group workshops to supplement the applied psychology course.		X	A&P	700	NC	2	Partly	Maj
COMPOSITION.-- Send a participant to a composition workshop.	X		A&P	546	C	1	Yes	Com
TEACHER COMPETENCY.-- Purchase two packets of the Teacher Competency System.		X	A&P	406				
CAREER CENTER.-- Train the student development staff to operate the Career Center program.	X		SS	7,049	C	1	Yes	Com
READING.-- Send a participant to the National Convention of the International Reading Association.	X		Dev	382	C	1	Yes	Com
ACCOUNTING.-- Send a participant to a FAU seminar on price level accounting.	X		A&P	25	C	1	Yes	Com
		TOTAL COST		$153,398				

Central Florida Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COOPERATIVE EDUCATION.-- Develop and implement a cooperative education program.		X	A&P	$ 19,300	NC	2	Yes	
WORKSHOPS.-- Conduct workshops for faculty.	X		A&P	675	NC	3	Partly	
ADVANCED STUDY.-- Provide financial assistance to faculty pursuing advanced study or diversification.	X		A&P	3,213				
COURSES AND PROGRAMS.-- Enable development of new courses.		X	A&P	1,192	NC	2	No	Maj
TRAVEL.-- Provide funds for travel.	X		A&P	12,210	NC	2	Yes	
		TOTAL COST		$ 36,590				

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Chipola Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
EXTENDED PROFESSIONAL LEAVE.-- Fund extended professional leave for the summer term.	X		A&P	$ 1,080	NC	2	Partly	Min
BEHAVIORAL OBJECTIVES.-- Offer a course to faculty on how to write behavioral objectives.	X		A&P	1,355	C	1	Partly	Maj
PPBS.-- Employ a PPBS coordinator.		X	IS	8,625	NC	1	Partly	Maj
FACULTY SECRETARY.-- Employ a faculty secretary.		X	AS	4,031	NC	1	Yes	
ENGLISH 122.-- Video tape dramatic productions for use in the English 122 course.		X	A&P	2,418	NC	1	Partly	Maj
IN-SERVICE PROGRAM.-- Reimburse faculty for course work at UWF.	X		Occ	1,699	NC	1	Yes	
CHEMISTRY.-- Purchase audio-visual materials for use in chemistry instruction.		X	A&P	1,916	C	1	Yes	Com
LEARNING RESOURCES CENTER.-- Send director of learning resources center to the Kodak Photography Institute.	X		AS	394	C	1	Yes	Com
PHYSICAL EDUCATION.-- Identify and purchase audio-visual materials for use in physical education instruction.		X	A&P	2,554	NC	1	Partly	Maj
SECRETARIAL TRAVEL.-- Pay travel expenses of secretaries.	X		IS	55	NC	2	Partly	Maj
METRIC INSTRUCTION.-- Offer a course to faculty on how to use the metric system.	X		Occ	297	C	1	Yes	Maj
METRIC CONVERSION.-- Develop a short course on metric measurement.		X	A&P	895	C	1	Yes	Com
PHYSICS.-- Identify and purchase films, film strips, and books to improve physics instruction.		X	A&P	1,454	C	1	Yes	Com

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Chipola Junior College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
WORKSHOPS.-- Fund faculty participation in workshops and conferences.	X		A&P	$ 651	NC	1	Partly	Maj
		TOTAL COST		$ 27,424				

Daytona Beach Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COLLEGE AND UNIVERSITY COURSES.-- Pay costs of faculty taking college or university courses.	X		A&P	$ 3,851	NC	1	Partly	
TRAVEL.-- Fund staff travel to professional meetings.	X		A&P	27,259	NC	1	Yes	
TESTING.-- Continue construction of a computer program to analyze test responses.		X	A&P	279	C	5	ND	Min
SOCIAL SCIENCE.-- Continue to build a sound/slide collection to assist in comparing societies in social science instruction.		X	A&P	94	NC	5	ND	
CHEMISTRY LAB.-- Continue development of a laboratory manual for chemistry 161.		X	A&P	1,663	C	1	Yes	Com
PHOTOGRAPHY.-- Continue development of a multi-media production course in the photography program.		X	Occ	1,216	C	2	Yes	Com
BREWER SYSTEM.-- Continue development of sound/slide material illustrating the Brewer System of ordering, charging, and dispensing medication.		X	Occ	86	C	2	Yes	Maj
PRINTING.-- Continue production of sound/slide material covering the operation of the A.B. Dick 360 Chain Delivery Duplicator.		X	Occ	203	C	2	Yes	Com
COSMETOLOGY.-- Continue development of self-instructional learning packages in permanent waving.		X	Occ	1,510	NC	5	ND	
STUDENT SERVICES.-- Conduct a workshop for career employees in Student Services.	X		SS	1,078	C	2	Yes	Com
HUMANITIES.-- Continue development of an activity oriented approach in humanities 111.		X	A&P	858	C	2	Yes	Maj
APPLIED PSYCHOLOGY.-- Continue development of an activity oriented approach to instruction in applied psychology.		X	A&P	432	C	2	Yes	Com

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Daytona Beach Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
MINI-CALCULATORS.-- Purchase mini-calculators for use in physics, biology, and chemistry instruction.		X	A&P	$ 2,565	C	1	Yes	Com
DAY CARE.-- Continue development of a child day care program.		X	Occ	1,312	C	1	Yes	Com
SPD OFFICE.-- Staff SPD office and purchase typewriter.		X	AS	7,147	C	2	Yes	Com
NURSING.-- Restructure nursing III and IV.		X	Occ	1,593	C	1	Yes	Maj
ZOOLOGY.-- Develop a laboratory manual for the general zoology course.		X	A&P	1,582	C	2	Partly	Maj
BOTANY.-- Continue development of a general botany syllabus and interpretive visual aids.		X	A&P	2,673	C	2	Yes	Maj
ACCOUNTING.-- Continue developing a sound/slide presentation on the operation of the calculator in accounting.		X	A&P	723	C	5	Yes	Com
FEDERAL GRANTS.-- Conduct a workshop on Federal grants.		X	IS	214	C	2	Yes	Maj
CHEMISTRY.-- Purchase instruments for chemical analysis and write a laboratory manual general chemistry and qualitative analysis.		X	A&P	11,154	NC	1	Yes	
ORTHOPEDICS.-- Develop learning modules with supporting audiovisuals dealing with internal fixation of bone fractures.		X	Occ	1,030	C	1	Yes	Com
PROFESSIONAL LIBRARY.-- Continue developing a collection of professional reading materials.	X		AS	1,602	NC	2	Partly	Min
MBO.-- Conduct a management behavioral objectives workshop.	X		AS	1,000	C	2	Yes	Maj

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Daytona Beach Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
TELEVISION.-- Continue the purchase of color television equipment.		X	AS	$ 5,571	C	1	Yes	Com
INFORMATION CENTERS.-- Man college information centers in the community.		X	SS	796	C	2	Yes	Com
HUMAN RELATIONS.-- Conduct a human relations workshop.	X		SS	235	C	2	Yes	Min
BO.-- Conduct a behavioral objectives workshop.	X		Occ	168	C	2	Yes	Min
MOTIVATION.-- Conduct a workshop on student motivation for part-time instructors.	X		Occ	129	C	1	Yes	Maj
INSTRUCTIONAL MEDIA.-- Conduct a workshop on media production for part-time instructors.	X		Occ	311	C	2	Partly	Min
APPLIED LOGIC STUDY GUIDE.-- Develop a study guide for the applied logic course.		X	A&P	1,791	C	1	Yes	Com
HONORS PROGRAM.-- Initiate planning of a comprehensive honors program.		X	A&P	289	NC	2	Yes	Min
PSYCHOLOGY-ANTHROPOLOGY.-- Tape broadcast television programs for closed circuit use.		X	AS	831	NC	2	Yes	
NURSING.-- Develop a basis for curriculum revision in the nursing program.		X	Occ	45	C	1	Yes	Maj
MATERIALS REPRODUCTION.-- Reproduce "Proposal Writing for DBCC" and "Visions of Man."		X	IS	278	C	2	Yes	Com
CONSULTANTS.-- Obtain consultants to work with a procedures manual and an international study program.		X	AS	286	C	2	Yes	Com
NATURAL HISTORY.-- Conduct a natural history inventory of land near Lake George.		X	A&P	176	NC	5	Partly	Min

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Daytona Beach Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
PROCEDURES MANUAL.-- Develop a procedures manual.		X	IS	$ 3,877	NC			
TROPICAL MARINE BIOLOGY.-- Develop a tropical marine biology course.		X	A&P	131	C	2	Yes	Maj
		TOTAL COST		$ 86,038				

Edison Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
CAREER DEVELOPMENT CENTER.-- Establish a center for career information and counseling.		X	SS	$ 28,934	NC	2	Partly	Maj
OBSERVATORY.-- Purchase an Astronomical Spectroscope and a Vreeland Spectroscope.		X	A&P	3,030	NC	2	Yes	No
VISITING SCIENTISTS.-- Bring an astronomy consultant to the college.		X	A&P	183	NC	1	Partly	Maj
EDUCATIONAL ASSISTANCE.-- Provide financial assistance to an instructor pursuing an advanced degree.	X		A&P	1,515	C	1	Yes	Maj
EXTENDED PROFESSIONAL LEAVE.-- Provide a faculty member with extended professional leave to pursue advanced study.	X		A&P	16,236	C	1	Partly	Maj
IRC.-- Pay membership in Inter-Institutional Research Council.		X	IS	2,665	NC	1	Yes	Maj
		TOTAL COST		$ 52,563				

Florida Junior College at Jacksonville

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
FELLOWSHIP PROGRAM.-- Finance instructional and research projects conducted by faculty and staff. (Projects were named in the consolidated report of this activity as follows:)		X	A&P	$ 55,600	NC			
Dietetic Assistant and Dietetic Technician Program.								
Dealing with Barriers to Learning.								
Chemistry Auto-tutorial Program: A Supplementary Guide.								
Color Motion Picture on F.J.C. at Jacksonville.								
Competency Based Articulation Model to Facilitate Transfer of Home Economics Occupational Food Service Program from Secondary School to F.J.C. at Jacksonville.								
Health Services Plan.								
Building Trades, Metal, Automotive, and Related Trades Instructional Project.								
Instrumentation Repair for Clinical Chemistry, MLT 293.								
Data Processing Instructional Sub-Plan.								
Curriculum Development of Field Botany.								
Video Cassette and Terminology Cassette Production.								
Practical Approach to Abstract Theory in Algebra and Calculus.								
South Campus Interpretive Nature Trail.								

Florida Junior College at Jacksonville, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
Curriculum Guide for the Course: "Opening Doors for Women, Exploring your Options."								
Self-paced Psychology Instruction via Video Cassettes.								
Preplanning for "Man: The Body and the Spirit," a Fourteen Program TV Course Explicating the Social Basis for Humanities.								
Inter-disciplinary Approach to Utilizing Cognitive Style Mapping.								
Upgrading Drafting and Design Technology Courses.								
Botany and Zoology Lab Manuals.								
Slide-tape and Photo Print Narration Series on U.S. Architectural Styles in Florida.								
Fine Arts and Humanities Slide Collection, South Campus.								
Understanding Criminal Behavior through Analysis of Social Problems.								
Interdisciplinary Approach to Communications and Behavioral Sciences.								
Prospectus on Feasibility of Introducing an Associate Degree in Marine Technology.								
Audiovisual Systems Approach to APM 161.								
Visual Materials for Biological Science.								
Painting, Student Handbook.								
New Approaches in the Use of Media for Humanities Slides.								

Florida Junior College at Jacksonville, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
Florida Interdisciplinary Studies.								
IN-SERVICE EDUCATION PROGRAM.-- Finance workshops and travel for faculty and staff. (Activities were named in the consolidated report of this program as follows:)	X		A&P	$ 68,130	NC			
Workshop for Developing Criterion Referenced Credit Tests.								
Writing Learner Performance Objectives and Criterion Referenced Tests, Downtown Center.								
North Campus Family Tree.								
Master Teacher In-service Training Program.								
Audiovisual Tapes Involving Communication Skills.								
Fall Faculty Workshop.								
Comparative Education Seminar and Field Study: Education in the USSR.								
Computerized Instruction.								
Welding: Institutional Credit.								
Consultation Visit: Dental Hygiene.								
Promotion of Staff and Program Development Activities.								
In-Service Mini-Grants.								
Occupational/Technical Instructors' Workshops, Downtown Center.								
Career Counseling Workshop.								

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Florida Junior College at Jacksonville, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
Intensive Rational Behavior Training Workshop.								
Pilot Program for Developing Mission and Objectives for the Technical Nursing Program.								
Resource Development Workshop.								
Professional Activities Lyceum.								
Planning for Retirement Workshop.								
GRADUATE/UNDERGRADUATE COURSES.-- Provide financial assistance to faculty and staff pursuing advanced study.	X		A&P	$ 55,813	NC	1	Yes	
EXTENDED PROFESSIONAL LEAVE.-- Provide extended professional leave with partial pay for seven personnel to pursue advanced study.	X		A&P	60,903	NC	3	Partly	Maj
CONTINGENCY.--	X		A&P	4,928				
		TOTAL COST		$245,374				

Florida Keys Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
PROFESSIONAL MEETINGS.-- Fund professional travel.	X		AS	$ 2,288	C	2	Yes	Maj
COURSE WORK, DEGREE.-- Pay costs of faculty and staff pursuing advanced study.	X		Occ	775	C	1	Yes	Com
COURSE WORK, NON DEGREE.-- Pay costs of non credit upgrading of faculty and staff.	X		Occ	152	C	1	Yes	Com
COMPUTER NETWORK.-- Conduct feasibility study of a computer network in Southeast Florida.		X	IS	73	NC	1		
IRC.-- Pay membership in the Inter-Institutional Research Council.		X	IS	1,534	NC	2		
EA/EO.-- Pay travel costs to equal access/equal opportunity meetings.		X	SS	242	NC	2	Partly	Maj
FACC.-- Pay travel costs to Florida Association of Community Colleges meetings.	X		IS	889	NC	2		
FACULTY AFFAIRS COMMISSION.-- Support activities of a faculty member serving as chairman of the Faculty Affairs Commission of FACC.	X		A&P	743	NC	2		
PIANO LAB.-- Purchase piano laboratory equipment.		X	A&P	1,263	NC	1		
		TOTAL COST		$ 7,959				

Gulf Coast Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
MULTI-MEDIA IN THE SOCIAL SCIENCES.-- Initiate long-range planning for multi-media materials in social science instruction.		X	A&P	$ 792	C	2	Partly	Min
COMMUNICATIONS.-- Develop radio station WKGC-FM.		X	Occ	25,403	C	1	Yes	Com
PLACEMENT AND FOLLOW-UP.-- Develop a placement and follow-up program.		X	SS	1,181	NC	2	Partly	Maj
LEARNING RESOURCES.-- Add to the independent study materials handled through the Learning Resources Center.		X	A&P	11,814	NC	1	Partly	Maj
PIANO LABORATORY.-- Provide financial support of piano laboratory instruction.		X	A&P	8,401	C	1	Yes	Com
TRAVEL.-- Fund faculty and staff travel.	X		A&P	4,883	NC	1	Yes	Com
DANCE.-- Augment precision dance instruction through consultant use.		X	A&P	250	C	1	Yes	Com
		TOTAL COST		$ 52,724				

Hillsborough Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
NURSING FEASIBILITY.-- Study the feasibility of providing a nursing program at the Plant City Campus.		X	Occ	$ 590	C	2	Yes	Com
INDIVIDUALIZED INSTRUCTION.-- Adapt instruction in math and office practice to an individualized approach and adapt three television study guides for local use.		X	A&P	1,669	C	1	Yes	Com
RELEASED TIME.-- Provide social science and fine arts faculty with released time to develop instructional materials.		X	A&P	1,167	A	2	Partly	Min
WORK METHODS.-- Develop seminar work methods courses.		X	Occ	1,773	NC	1	Yes	Maj
ELECTRONIC TECHNOLOGY.-- Adapt the electronics technology program for continuous enrollment.		X	Occ	4,738	C	1	Yes	Maj
CHEMISTRY.-- Increase access to instructors in chemistry.		X	A&P	5,775	C	2	Yes	Min
CURRICULUM AND INSTRUCTION, CAREER.--		X	Occ	2,209	NC	3	Partly	Min
CURRICULUM AND INSTRUCTION, OTHER.--		X	A&P	1,733	NC	2	Partly	Maj
NEW PROGRAMS.-- Develop agri-business, pre-agriculture, and distributive education programs.		X	Occ	2,686	NC	2	Yes	Maj
CAREER EDUCATION.-- Conduct planning regarding various occupational programs.		X	Occ	5,406	NC	1	Yes	Maj
CURRICULUM AND INSTRUCTION, COLLEGE PARALLEL.--		X	A&P	1,029	NC	2	Partly	Min
FINE ARTS.-- Train adjunct personnel working with the fine arts programs.		X	A&P	11,441	NC	1	Yes	Maj
ENGLISH.-- Provide for materials development and for salaries to follow the WHEEL concept in English instruction.		X	A&P	29,975	NC	1	Yes	Maj
TELEVISION.-- Support broadcast television instruction.		X	A&P	12,064	C	1	Yes	Com

Hillsborough Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
ARIES.-- Continue support of Project ARIES.		X	Dev	$ 7,559	NC	2	Partly	Maj
ENGLISH PLACEMENT.-- Develop an English placement test for the Plant City Campus.		X	A&P	500	C	1	Yes	Maj
CAI, PHYSICS.-- Develop a library of computer programs for student use in physics.		X	A&P	3,599	NC	2	Yes	Maj
READING.-- Employ a reading audiovisual technician.		X	Dev	1,905	NC	1	Yes	Maj
INTERACTION ROOM.-- Provide audiovisual assistants to maintain the Interaction Room activities.		X	AS	5,547	NC	2	Partly	Maj
DAY CARE.-- Plan a day care laboratory.		X	Occ	1,266	NC	2	Partly	Min
PLACEMENT AND FOLLOW-UP.-- Develop a program of placement and follow-up.		X	SS	5,018	NC	2	Partly	Min
FACULTY TRAVEL.-- Supplement the faculty travel budget on the Plant City Campus.	X		Occ	424	NC	2	Partly	Min
PROFESSIONAL TRAVEL.-- Support the professional travel of the Ybor City Campus faculty.	X		A&P	2,351	C	2	Yes	Maj
OOCCUPATIONAL SPECIALISTS.-- Provide in-service training for occupational specialists on the Dale Mabry Campus.	X		SS	105	NC	2	Partly	Maj
COUNSELORS.-- Provide in-service training for counselors on the Dale Mabry Campus.	X		SS	105	NC	2	Partly	Min
DISTRICT.-- Provide in-service training activities for district staff.	X		IS	1,026	NC	2	Partly	Min
PPBS/MIS.-- Continue development of the PPBS/MIS system.		X	IS	4,735	NC	2	Partly	Maj
		TOTAL COST		$116,395				

Indian River Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
MEDICAL LABORATORY TECHNOLOGY.-- Continue support of the Medical Laboratory Technology instructional program.		X	Occ	$ 12,250	NC	1	Yes	
RADIOLOGY TECHNOLOGY.-- Continue support of the Radiology Technology instructional program.		X	Occ	24,725	NC	1	Yes	
FASHION MERCHANDISING.-- Continue support of the Fashion Merchandising instructional program.		X	Occ	13,250	NC	1	Yes	
RADIO/TV.-- Continue support of the Radio/Television instructional program.		X	Occ	12,050	C	1	Yes	Com
INDIVIDUAL MANPOWER TRAINING.-- Continue support of the Individual Manpower Training instructional program.		X	Occ	22,187	C	1	Yes	Com
		TOTAL COST		$ 84,462				

Lake City Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
PROJECT LIFT.-- Finance faculty and staff travel and faculty graduate study.	X		A&P	$ 3,889	NC	1	Yes	Maj
TUTORIAL PROGRAM.-- Provide tutors for students with learning difficulty.		X	Dev	9,222	C	2	Partly	Maj
CAREER CENTER.-- Staff the Career Center and purchase materials for the Center.		X	SS	7,144	C	1	Yes	Com
FELTA.-- Supplement the activities under a FELTA grant.	X		AS	363				
IN-SERVICE TRAINING.-- Provide training in performance objectives development and release the park management instructor to meet with park managers.	X		Occ	2,370	C	2	Yes	Maj
COMPUTER ASSISTED INSTRUCTION.-- Teach selected students and instructors to work with computers in instruction and testing.		X	A&P	1,742	NC	2	Partly	Maj
T.V. CONSORTIUM.-- Underwrite costs of providing broadcast television instruction.		X	A&P	1,500	C	1	Yes	Com
CULTURAL INVOLVEMENT.-- Finance a classic film series and a concert series for students and community.		X	SS	2,803	NC	1	Yes	Maj
NURSING.-- Purchase video equipment to support the program in nursing.		X	Occ	4,500	NC	5	Partly	
BIOLOGY.-- Revise the biology instructional modules.		X	A&P	3,610	NC	2	Partly	Maj
IRC.-- Pay membership in the Inter-Institutional Research Council.		X	IS	2,830	NC	1	Yes	Maj
MATH.-- Hire a full-time aide in the math lab.		X	Dev	2,008	C	2	Yes	Com
SPD.-- Evaluate and recommend internal SPD procedures.		X	AS	216	C	2	Yes	Maj
		TOTAL COST		$42,197				

Lake-Sumter Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
NURSING.-- Initiate new support courses for the cooperative program in nursing.		X	Occ	$ 3,900	NC	2	Partly	Maj
CURRICULUM DEVELOPMENT.-- Introduce a new humanities course, develop new experiments for chemistry, and develop behavioral objectives for introductory chemistry.		X	A&P	4,200	NC	2	Partly	Maj
AUDIO-VISUALS.-- Improve audio-visual media services by buying additional equipment and by promoting and evaluating the media center.		X	AS	7,009	NC	2	Partly	Maj
PROFESSIONAL TRAVEL.-- Fund professional travel.	X		A&P	1,153	NC	1	Partly	Maj
CAREER EMPLOYEE TRAVEL.-- Fund travel of career employees.	X		IS	299	NC	1	Yes	Com
PPBES.-- Continue development of the Planning, Programming, Budgeting, and Evaluation System.		X	IS	8,779	NC	5	Partly	Maj
		TOTAL COST		$25,340				

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Manatee Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
IMPROVING TEACHING-ADMINISTRATIVE PERSONNEL TECHNIQUES.--	X		IS	$10,163				
EVALUATING AND DEVELOPING NEW LEARNING PROGRAMS.--		X	AS	27,182				
USING EFFICIENTLY EDUCATIONAL MATERIALS.--		X	AS	6,181				
		TOTAL COST		$43,526				

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Miami-Dade Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
MAN AND ENVIRONMENT.-- Complete the Spanish version of the ITV program, Man and Environment.		X	A&P	$31,168	C	2	Yes	Maj
OPEN COLLEGE.-- Develop support materials for The Ascent of Man and Classic Theatre.		X	A&P	68,619	C	1	Yes	Com
COMPUTERIZED CATALOGING.-- Develop a computerized cataloging system for library book acquisition and cataloging.		X	AS	9,283	C	1	Yes	Maj
MBO.-- Develop a system of instructor accountability based on behavioral objectives. (North)	X		A&P	56,827	NC	1	Partly	Maj
OSOD.-- Fund the Office of Staff and Organizational Development. (North)		X	IS	75,565	NC	2	Yes	Maj
ORGANIZATIONAL REVIEW.-- Revise the organizational structure on the North Campus. (North)		X	IS	36,113				
CENTER DEVELOPMENT.-- Develop a Learning Center and a Human Growth Center. (North)		X	Dev	17,275	NC	2	Partly	Maj
IN-SERVICE TRAINING.-- Provide a variety of instructional and administrative improvement activities. (South)	X		A&P	15,101		2	Partly	Maj
OBJECTIVES PROJECT.-- Continue assistance in developing performance objectives and in utilizing criterion-referenced evaluation. (South)	X		A&P	20,905	NC	2	Partly	Maj
FACULTY AND STAFF DEVELOPMENT.-- Fund the Office of Faculty and Staff Development. (South)	X		A&P	31,490	NC	2	Partly	Maj
ALCOHOL-DRUG ABUSE.-- Provide peer counseling services for clients with alcohol/drug related problems. (South)		X	SS	32,987	NC	1	Yes	Maj
FACULTY PROJECTS.-- Conduct a leadership training program for students; produce a geology film and instructional materials for biology. (South)		X	SS	9,358	NC	1	Partly	Maj

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Miami-Dade Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
DEVELOPMENT.-- Provide a variety of developmental activities for faculty and student services staff. (Downtown)	X		A&P	33,774	NC	2	Partly	Maj
SUPPORT STAFF.-- Provide a variety of developmental activities for support staff. (Downtown)	X		SS	1,109	NC	1	Yes	Maj
ADMINISTRATION.-- Provide a variety of developmental activities for administrative staff. (Downtown)	X		IS	9,583	NC	2	Partly	Maj
PROJECTS.-- Conduct a series of instructional program development projects. (Downtown)		X	Dev	32,947				
ALLIED HEALTH.-- Provide a variety of developmental activities for allied health faculty. (Med Center)	X		Occ	5,685	C	1	Yes	Maj
		TOTAL COST		$487,789				

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North Florida Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives met?	Related Goal Achieved?
AUDIO-VISUALS -- Purchase and produce audio-visual materials.		X	A&P	$ 3,360	NC	1	Yes	Com
WORKSHOPS.-- Send two maintenance men and an AV technician to workshops.	X		IS	481	NC	1	Partly	Maj
IRC.-- Pay membership in Inter-Institutional Research Council.		X	IS	1,743	NC	2	Yes	Com
CERAMICS.-- Purchase kilns for advanced ceramics instruction.		X	A&P	2,818	C	1	Yes	Com
CONSULTANTS.-- Bring consultants to the college to meet with faculty and administration.		X	AS	215	NC	2	Yes	
TRAVEL.-- Fund faculty and staff travel.	X		A&P	1,751	NC	2	Partly	Maj
OUTREACH.-- Develop off-campus courses.		X	A&P	1,200	NC	2	Partly	Maj
DRAMA.-- Employ a doctoral student in drama from FSU to teach and direct on a part-time basis.		X	A&P	3,600	NC	1	Yes	Com
		TOTAL COST		$ 15,168				

Okaloosa-Walton Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
EDUCATIONAL GROWTH.-- Provide financial assistance for faculty to undertake advanced study.	X		A&P	$ 6,298	C	1	Yes	Maj
TRAVEL.-- Fund professional travel.	X		A&P	4,845	C	1	Yes	Maj
POETRY.-- Conduct a poetry workshop.		X	A&P	426	C	2	Yes	Maj
HUMANITIES.-- Conduct a humanities seminar for faculty.	X		A&P	100	C	1	Partly	Min
HANDICAPPED.-- Conduct a workshop on physical facilities for the handicapped.		X	IS	112	C	1	Yes	Maj
UPHOLSTERY CLEANING.-- Conduct a workshop for custodial personnel on upholstery and carpet cleaning.	X		PP	75	C	1	Yes	Com
PHYSICAL SCIENCE.-- Sponsor a physical science guest lecturer.		X	A&P	391	C	2	Yes	Min
HOME ECONOMICS.-- Develop a vocational home economics program.		X	Occ	6,042	NC	2	Yes	
AUDIO-VISUALS.-- Provide additional audio-visual materials.		X	AS	1,062	NC	1	Yes	Maj
COMPUTER CONVERSION.-- Provide financial support for the conversion from one system to another.		X	IS	15,087	NC	2	Yes	Maj
CAREER INFORMATION.-- Add to materials available in the Career Information Library.		X	SS	547	NC	2	Partly	Min
SPD.-- Provide support services for operation of the staff and program development activities.		X	IS	64	NC	1	Yes	Maj
		TOTAL COST		$ 35,049				

Palm Beach Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
TUITION.-- Waive tuition for staff members enrolled in classes.	X		IS	$ 468	NC	1	Yes	Com
SABBATICALS.-- Fund sabbatical leaves.	X		A&P	56,755	NC	1	Yes	Com
TRAVEL.-- Fund staff travel.	X		A&P	9,795	NC	1	Yes	Com
CONSULTANTS.-- Bring consultants to the college.	X		A&P	1,632	NC	1	Yes	Maj
ALLIED HEALTH.-- Support course development in allied health.		X	Occ	4,856	NC	2	Yes	Maj
STUDENT AIDES.-- Hire student aides.		X	Dev	2,159	NC	2	Yes	Maj
SOLINET.-- Pay membership in SOLINET.		X	AS	7,014	NC	2	Yes	Maj
CURRICULAR SUPPORT.-- Acquire instructional materials and guidance materials.		X	A&P	13,329	NC	2	Yes	Maj
IRC AND ADVANCED STUDY.-- Pay membership in Inter-Institutional Research Council and pay course fees for faculty enrolling in advanced courses offered on campus.	X		A&P	10,596	NC	2	Partly	Maj
PHYSICS.-- Develop a computer assisted instructional approach to physics to provide for students with varying math backgrounds.		X	A&P	6,400	NC	2	Partly	Maj
AUDIOVISUAL.-- Continue the project to provide additional audiovisual equipment.		X	AS	13,008	NC	2	Partly	Maj
BOOKS AND FILMS.-- Expand the collection of books and films in newly opened instructional centers.		X	AS	4,656	NC	2	Partly	Maj
		TOTAL COST		$130,668				

Pasco-Hernando Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
TRAVEL.-- Fund travel of staff and faculty.	X		AS	$ 9,895	C	1	Yes	Com
IN-SERVICE.-- Obtain audiovisual materials and a consultant.		X	A&P	71	C	2	Partly	Min
ORIENTATION.-- Provide a one-day orientation for new faculty.	X		A&P	250	C	1	Yes	Com
PROGRAMS.-- Continue development of occupational programs.		X	Occ	9,231	C	1	Yes	Maj
TUITION.-- Pay fees for faculty and staff enrolled in courses at the college.	X		A&P	180	NC	2	Partly	Min
		TOTAL COST		$ 19,627				

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Pensacola Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
GYMNASTICS.-- Offer gymnastics instruction for college and community.		X	A&P	$ 13,678	C	1	Yes	Com
ORIENTATION.-- Provide orientation for new faculty.	X		A&P	494	C	1	Yes	Com
MINORITY AWARENESS.-- Conduct minority awareness seminars.	X		A&P	643	C	1	Yes	Com
CAREER DEVELOPMENT LAB.-- Continue the development of the Career Development Laboratory.		X	SS	27,468	C	1	Yes	Com
READING.-- Conduct a reading workshop for ABE faculty.	X		Dev	354	C	2	Yes	Com
JOURNALS.-- Provide professional journals for faculty.	X		A&P	2,571	C	2	Partly	No
FIBERS.-- Conduct a workshop on fibers as art objects.		X	A&P	602	C	1	Yes	Com
FILM.-- Offer a creative film series.		X	PS	1,200	C	2	Yes	Com
DRAMA.-- Offer students the opportunity to work with a noted professional actress.		X	A&P	2,824	C	1	Yes	Com
DENTAL HYGIENE.-- Conduct dental hygiene seminars addressing recently expanded duties of dental hygienists.		X	Occ	1,581	C	1	Yes	Com
FACULTY DEVELOPMENT.-- Provide deans and department heads with "Faculty Development in a Time of Retrenchment."	X		A&P	47	C	1	Yes	Com
MEDIA LIBRARIAN.-- Employ an audiovisual media specialist librarian.		X	AS	9,750	C	1	Yes	Com
BROADCASTING.-- Purchase a mobile trailer unit for the Department of Broadcasting.		X	A&P	14,000	NC	1	Yes	
AS MAN BEHAVES.-- Pay costs of the broadcast television course in psychology.		X	A&P	3,496	NC	1	Yes	

Pensacola Junior College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COLLOQUIUM.-- Conduct a colloquium on neobiology and humanism.		X	A&P	$ 1,771	C	2	Yes	Com
POETRY.-- Conduct a workshop for English faculty on teaching and writing poetry.	X		A&P	1,151	C			
ARCHAEOLOGY.-- Develop a course in the archaeology of Pensacola.		X	A&P	627	NC	2	Partly	Maj
HEALTH FAIR.-- Conduct a health fair for students.		X	SS	144	C	1	Yes	Com
STUDY.-- Reimburse costs of faculty and staff taking college and university courses.	X		A&P	2,115	C	2	Yes	Com
TRAVEL.-- Fund faculty and staff travel.	X		A&P	4,238	C	1	Yes	Com
		TOTAL COST		$ 88,754				

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Polk Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
ORAL HISTORY.-- Gather and store oral history of the college.		X	OR	$ 132	C	2	Yes	Min
MAN AND ENVIRONMENT.-- Pay costs of the broadcast television courses, "Man and Environment I and II."		X	A&P	1,381	NC	2	Partly	Min
MEDIA EQUIPMENT.-- Purchase media equipment for student use.		X	AS	2,353	NC		Partly	Maj
LRC.-- Purchase materials for the Learning Resources Center.		X	AS	3,466	NC	5	Partly	Maj
INSTRUCTIONAL PERSONNEL.-- Fund course work, conference attendance, and consultants for instructional personnel.	X		A&P	10,719	NC	1	Yes	Maj
COMPUTER SERVICES.-- Hire a system analyst/programmer.		X	IS	10,149	NC	1	ND	Maj
SPD.-- Produce a handbook on staff and program development procedures and an SPD newsletter.		X	AS	57	NC	1	Yes	Maj
CLASSIFIED PERSONNEL.-- Fund activities to improve classified personnel.	X		IS	2,371	NC	1	Yes	Maj
STUDENT SERVICES PERSONNEL.-- Fund course work, conference attendance, and consultants for student services personnel.	X		SS	7,281	NC	1	Yes	Maj
ADMINISTRATIVE PERSONNEL.-- Provide training sessions and workshops for administrators.	X		IS	9,923	NC	1	Yes	Maj
ECOLOGY.-- Develop a lab manual for field ecology.		X	A&P	2,368	C	2	Yes	Min
MATH.-- Develop expository material, visual aids, and lab material for mathematics for nurses.		X	Occ	2,244	C	2	Yes	Min
CHEMISTRY.-- Construct chemistry placement tests; develop a new lab manual for Chemistry 161; prepare individualized units for Chemistry 106.		X	A&P	4,272	C	2	Yes	Min

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Polk Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COOPERATIVE EDUCATION.-- Survey the community to determine support for a cooperative education program.		X	AS	$ 1,884	A	4	No	No
ENGLISH.-- Develop a new course, English 213.		X	A&P	120	NC	5	ND	No
SPEECH.-- Develop an improved speech communication course.		X	A&P	1,831	C	2	Partly	Min
PLACEMENT AND FOLLOW-UP.-- Accelerate development of a placement and follow-up system.		X	AS	3,248	NC	5	ND	No
GRAPHICS.-- Develop a self-paced instructional approach to Graphics I.		X	Occ	2,414	NC	5	ND	No
		TOTAL COST		$ 66,213				

Santa Fe Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
VERBAL INTERVENTION.-- Offer verbal intervention techniques instruction to the nursing faculty.	X		Occ	$ 3,300	C	1	Yes	Maj
FOLLOW-UP.-- Identify certain characteristics of the student body and design a follow-up process.		X	AS	6,709	C	1	Yes	Com
MISCELLANEOUS.--		X	AS	3,147				
WOMEN.-- Conduct career and educational planning for women.		X	PS	7,755	C	1	Yes	Maj
DATA PROCESSING.-- Develop data processing instructional modules.		X	Occ	2,370	C	1	Yes	Maj
DATA PROCESSING WORKSHOPS.-- Provide two data processing workshops for practitioners in the community.		X	CIS	415	C	1	Partly	Maj
HARV.-- Revise HARV course materials implementing a transfer program into engineering technology at University of Florida.		X	A&P	2,918	C	2	Yes	Maj
CAREER SERVICE.-- Provide developmental opportunities for career service personnel.	X		IS	1,312	NC	2	Partly	Min
MIS.-- Support the providing of management information.		X	IS	7,113	NC	2	Yes	Maj
BOOK DETECTION.-- Install the 3M Tattle Tape Book Detection System.		X	AS	3,500	NC	1	Yes	
INTERDISCIPLINARY.-- Encourage interdisciplinary planning.		X	A&P	200	C	5	Partly	Min
HUMAN INTERACTION.-- Send an instructor to workshops on human interaction and styles of leadership.	X		A&P	855	C	1	Yes	Maj
SECRETARIAL FILMS.-- Purchase films to use in secretarial instruction.		X	Occ	980	NC	5	ND	

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Santa Fe Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
SPEECH.-- Offer special assistance to students with strong speech anxiety before large groups.		X	SS	$ 1,249	C	1	Yes	Maj
MANAGEMENT.-- Conduct management workshops for the management and coordinating staff.	X		AS	4,691	C	2	Yes	Maj
STUDENT DEVELOPMENT.-- Conduct five workshops to help the ccounseling staff make the transition to the Student Development Education Model.	X		SS	2,580	C	2	Partly	Maj
STUDENT ACTIVITIES.-- Send coordinator of student activities to workshops in programming and managing student activities.	X		SS	468	C	1	Yes	Maj
ENVIRONMENT.-- Conduct community environmental awareness workshops.		X	PS	1,685	NC	2	Yes	Maj
WILDERNESS TRAINING.-- Develop a program consistent with the "Outward Bound" concept of developmental outdoor activities.		X	A&P	4,325	C	1	Yes	Maj
CLOTHING CONSTRUCTION.-- Fund workshops for and travel of clothing construction faculty to update knowledge of materials and procedures.		X	Occ	2,564	C	1	Yes	Maj
MEDIA.-- Conduct workshops to teach the use of the various media to support instruction.	X		A&P	7,507	C	1	Yes	Maj
MATH.-- Conduct a remedial math course using a statistics approach.		X	Dev	1,633	C	1	Partly	Maj
HISTORICAL STUDIES.-- Design improved procedures for the historical studies program area faculty.		X	A&P	1,452	C	1	Yes	
ART.-- Fund a visit to two art galleries and purchase art materials.		X	A&P	1,214	C	2	Yes	Maj
INQUIRY.-- Conduct workshops for the science faculty on the inquiry style of teaching.	X		A&P	1,316	C	4	Partly	Min

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Santa Fe Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
FILM.-- Produce a short, dramatic film.	X		A&P	2,647	NC	2	Yes	Maj
IRC AND LI.-- Participate in the Inter-Institutional Research Council and the League for Innovation.		X	IS	9,988	C	2	Partly	Com
FACULTY.-- Support a variety of in-service training activities for faculty.	X		A&P	3,857	C	2	Partly	Maj
INDIANS.-- Develop a field course on American Indians.		X	A&P	952	C	1	Yes	
GENERAL CHEMISTRY.-- Purchase audiovisuals for general chemistry.		X	A&P	2,110	NC	1	Partly	Maj
		TOTAL COST		$ 90,812				

Seminole Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COOPERATIVE EDUCATION.-- Support the position of coordinator of cooperative education.		X	Occ	$ 5,932	NC			
VOCATIONAL SERVICES.-- Support the position of coordinator of vocational services.		X	Occ	16,553	NC			
MUSIC.-- Support the position of music librarian.		X	A&P	3,366	C			
COURSE IMPROVEMENT.-- Fund a variety of activities to improve materials used to support instruction.		X	A&P	2,900	NC			
PROGRAM DEVELOPMENT.-- Fund the development of new occupational programs		X	Occ	1,596	NC			
COURSE FEES.-- Pay fees of faculty and staff enrolling in courses.	X		Occ	9,621	NC			
CONSULTANTS.-- Bring a variety of consultants to the college.		X	A&P	970	NC			
TRAVEL.-- Fund faculty and staff travel.	X		A&P	6,143	NC			
FRINGE BENEFITS.-- Fund fringe benefits for positions supported with SPD funds.		X	Occ	2,517	C			
		TOTAL COST		$ 49,598				

South Florida Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
IMPROVEMENT OF CERTIFIED STAFF COMPETENCY.--	X		Occ	$ 3,419	NC	1		
CERTIFIED STAFF VISITATIONS AND WORKSHOPS.-- Fund certified staff travel.	X		A&P	969	NC	1		
MEDIA WORKSHOP.-- Conduct an AV materials production workshop.	X		A&P	800	NC	5	ND	No
IMPROVEMENT OF NON CERTIFIED STAFF COMPETENCY.--	X		IS	335	NC	1	Partly	
NEW CURRICULUM.-- Provide partial salaries for a reading and learning center specialist and a building trades specialist.		X	Occ	8,000	NC	1		
COMMUNITY NEEDS.-- Survey the instructional needs of the community.		X	AS	138	NC	5	ND	No
PROFESSIONAL LIBRARY.-- Purchase materials for professional library collection.	X		AS	662	NC	1		
		TOTAL COST		$14,323				

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St. Johns River Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
COUNSELING.-- Provide counseling services for special student groups.		X	SS	$ 15,800	C	1	Yes	Maj
AUDIOVISUAL.-- Purchase audiovisual equipment and material.		X	AS	3,005	C	1	Yes	Maj
COURSE FEES.-- Pay course fees for cross-training and upgrading selected staff.		X	A&P	285	NC	1	Yes	Maj
TRAVEL.-- Fund professional travel.	X		A&P	1,691	C	1	Yes	Maj
COURSE DEVELOPMENT AND FOLLOW-UP.-- Prepare to offer Man and Environment I, and follow-up in the Quality Control Technology Program.		X	A&P	869	NC	1	Partly	Min
TV CONSORTIUM.-- Support participation in the Florida Community College Radio and Television Consortium.		X	A&P	3,700	NC	1	Yes	Maj
		TOTAL COST		$ 25,350				

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St. Petersburg Junior College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
SUMMER STUDY.-- Fund summer study of faculty to increase professional competencies in:								
Psychology	X		A&P	$ 3,300	C	2	Yes	Min
Communication	X		AS	2,925	C	2	Yes	Maj
Instruction	X		A&P	2,250	C	1	Yes	Com
History	X		A&P	2,925	C	2	Yes	Maj
Economics	X		A&P	3,150	C	2	Yes	Min
Economics	X		A&P	1,455	C	1	Yes	Com
CONFERENCES, WORKSHOPS.-- Finance attendance at conferences and workshops:								
Neonatology Seminar	X		Occ	51	C	1	Yes	Com
Conference on Metric Education	X		Occ	289	C	1	Yes	Maj
Problem Solving Patterns Institute	X		A&P	482	C	2	Partly	Maj
Physical Plant Administration Conference	X		IS	292	C	1	Yes	Com
Medical Technologists Workshop	X		Occ	201	C	2	Yes	Maj
National Secretarial Association Workshops	X		AS	310	C	1	Yes	Maj
Allied Health Faculty Institute	X		Occ	173	C	1	Yes	Maj
Plant Maintenance Seminar	X		IS	387	C	1	Yes	Com
Writers Conference	X		A&P	100	C	1	Partly	Min
Fire Science Instructors Workshop	X		Occ	202	C	1	Yes	Maj
OPEN ENROLLMENT.-- Enhance open enrollment by designing self-procedure courses allowing self-paced instruction.		X	A&P	23,653	C	1	Yes	Com
PPBS.-- Support the continued development of the Planning, Programming, Budgeting System.		X	IS	34,884	NC	1	Yes	
SABBATICAL.-- Grant an instructor a sabbatical leave.	X		A&P	9,186	C	1	Yes	Com
LEARNING RESOURCES.-- Provide central processing center director in learning resources with additional cataloging training.		X	AS	500	C	5	Yes	Maj
WORD PROCESSING.-- Establish word processing center instruction in the secretarial program.		X	Occ	2,177	NC	2	Partly	Maj

St. Petersburg Junior College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
VOCATIONAL EXPLORATION.-- Develop an audiovisual guide for vocational exploration.		X	SS	$ 459	C	1	Yes	Com
INSTRUCTOR EDUCATION.-- Finance additional learning experiences for instructors:								
Lifesaving	X		A&P	9	C	1	Yes	Com
Urbanization and technological change	X		A&P	218	C	2	Partly	Min
Art in glass	X		A&P	485	C	1	Yes	Com
BLIND.-- Determine feasibility of designing an academic program for blind students.		X	A&P	219	C	3	Yes	Com
HEALTH.-- Integrate service courses for health fields.		X	Occ	1,821	C	1	Yes	Com
PROGRAM CHANGE.-- Revise curriculum in some programs:								
Medical Laboratory Technician		X	Occ	9,658	C	2	Yes	Com
Respiratory Therapy		X	Occ	16,460	NC	2	Partly	Maj
Fire Administration		X	Occ	10,471	C	1	Yes	Com
NEW PROGRAMS.-- Develop new instructional programs:								
Marine Science at Bay Pines		X	A&P	2,015	C	3	Partly	Min
Human Services		X	Occ	2,938	C	1	Yes	Com
Fashion Merchandising		X	Occ	9,478	NC	1	Yes	Maj
INDIVIDUALIZED INSTRUCTION.-- Develop several courses to allow students to pursue them through individualized study:								
Mathematics		X	A&P	2,812	C	1	Yes	Com
Fundamentals of biology		X	A&P	2,972	C	1	Yes	Com
Freshman composition		X	A&P	3,310	C	2	Partly	Maj
TARPON CENTER.-- Organize chemistry and biology laboratory materials for the Tarpon Springs Center.		X	A&P	1,967	C	1	Yes	Com

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St. Petersburg Junior College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
PHYSICAL THERAPY.-- Provide new audiovisual materials for the Physical Therapy Program.		X	Occ	$ 1,812	C	1	Yes	Com
NURSING.-- Develop four nursing modules for use with advanced nursing students.		X	Occ	12,071	C	1	Yes	Com
		TOTAL COST		$168,047				

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Tallahassee Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
DENTAL HYGIENE.-- Hire a program director to plan the Dental Hygiene Program.		X	Occ	$ 9,682	NC	1	Yes	
RELEASED TIME.-- Provide faculty with released time to develop new courses:								
A comprehensive physical science course option		X	A&P	1,992	C	1	Yes	Com
A comprehensive earth science course option		X	A&P	996	C	1	Yes	Com
An integrated anatomy, physiology, microbiology sequence		X	Occ	1,105	C	1	Yes	Com
TUTORS.-- Provide student tutors for marginal and middle-ground students.		X	Dev	10,297	C	1	Yes	Maj
FEES.-- Pay course fees for faculty enrolled in advanced study.	X		A&P	854	NC	1	Yes	
TRAVEL.-- Fund faculty and staff travel.	X		A&P	8,293	C	1	Yes	Maj
SPD.-- Fund staff and program development operational costs.		X	AS	52	C	1	Yes	Com
ACCOUNTING.-- Purchase a "Sound Page" self-help tutoring device for accounting.		X	A&P	411	C	1	Yes	Com
WORKSHOP.-- Conduct a workshop for career service employees.	X		IS	20	C	1	Yes	Com
		TOTAL COST		$ 33,702				

Valencia Community College

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
LEGAL TRANSCRIPTION TAPES.-- Produce magnetic tapes of legal materials for transcription.		X	Occ	$ 630	C	1	Yes	Maj
LAWYER'S ASSISTANT.-- Develop three courses in the Lawyer's Assistant Program.		X	Occ	1,260	NC	5	Yes	Maj
EAST CAMPUS PLANNING.-- Begin employment of East Campus dean of instruction one month earlier than scheduled.		X	AS	1,800	C	2	Yes	Maj
CONSULTANT SERVICES.-- Employ a variety of consultants.		X	A&P	9,326	C	1		
GRAPHIC ARTS.-- Develop three graphic arts courses.		X	Occ	806	C	1	Yes	Maj
FACULTY/STAFF TRAVEL.-- Fund faculty and staff travel.	X		A&P	23,254	C	1	Yes	Maj
VISUAL ENCOUNTER SERIES.-- Provide thirteen art exhibits on West Campus.		X	A&P	1,601	C	1	Yes	Maj
SECRETARIAL PROCEDURES.-- Develop instructional materials to strengthen the secretarial procedures course.		X	Occ	630	C	1	Yes	Maj
MEDICAL TERMINOLOGY.-- Develop a continuing education course in medical terminology.		X	CIS	630	C	1	Yes	Maj
VOCABULARY TAPES.-- Develop vocabulary tapes for the audio-comparator machine for reading instruction.		X	Dev	630	C	1	Yes	Maj
MATH LAB.-- Develop a mathematics laboratory operation.		X	A&P	710	C	1	Yes	Maj
TECHNICAL AND ENGINEERING.-- Develop three courses in electronics and engineering.		X	Occ	1,562	C	1	Yes	Maj
TEST SCORING.-- Provide equipment and programming for test scoring and item analysis.		X	AS	3,822	C	1	Yes	Maj

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Valencia Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
HUMANITIES.-- Conduct a workshop on current practices in humanities instruction.	X		A&P	$ 2,337	C	1	Yes	Maj
PROJECT AWARENESS.-- Canvass the Black population to determine the level of awareness of educational opportunities and interests.		X	IS	1,044	C	1	Yes	Maj
WOMEN IN CONTEMPORARY SOCIETY.-- Develop a continuing education course about women in art.		X	CIS	665	C	1	Yes	Maj
TUITION REIMBURSEMENT.-- Reimburse faculty and staff for course fees incurred in taking courses related to their fields.	X		A&P	2,662	C	1	Yes	Maj
GENERAL ZOOLOGY II.-- Develop a coordinated lecture/laboratory for General Zoology II.		X	A&P	836	C	1	Yes	Maj
FIRST AID.-- Provide a first aid workshop for faculty and staff.	X		SS	271	C	1	Partly	Maj
CAREER DEVELOPMENT CENTER.-- Establish a career development center.		X	SS	5,330	NC	1	Partly	Maj
MUSIC APPRECIATION.-- Devrlop a music appreciation radio course.		X	A&P	1,380	C	5	Yes	Maj
PROFESSIONAL LIBRARY.-- Provide faculty and staff with professional library materials.	X		A&P	4,735	C	1	Yes	Maj
CRIMINAL JUSTICE.-- Develop a comprehensive course in applied psychology for criminal justice.		X	Occ	630	C	1	Yes	Maj
SUMMER STUDY.-- Provide financial assistance for instructors participating in university summer courses.	X		A&P	5,349	C	1	Yes	Maj

Valencia Community College, continued

Title and Objective of the Activity	Staff Development	Program Development	Program Area Served Most	Amount Spent	Status of the Activity	Procedure Successful?	Specific Objectives Met?	Related Goal Achieved?
GOVERNMENT.-- Develop a local government source workbook.		X	A&P	$ 695	C	1	Yes	Maj
STUDENT PUBLICATIONS.-- For student publications, develop an advertising program, a news clipping library, a photo filing system, and a campus news beat system.		X	A&P	679	C	1	Partly	Maj
FINANCE.-- Develop two courses in principles of finance and financial institutions.		X	Occ	630	C	1	Yes	Maj
PARENT EDUCATION.-- Provide salary support to the Parent Education Project.		X	CIS	6,600	C	1	Yes	Maj
CALCULUS.-- Develop a lab manual of solved problems for the first course in calculus.		X	A&P	672	C	1	Yes	Maj
		TOTAL COST		$81,176				

ANALYSIS OF ACTIVITIES

TABLE 1

SPD ALLOCATIONS AND EXPENDITURES,
1969-70 Through 1974-75

	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1969-70 Through 1974-75
Allocated by Colleges	$2,549,915	$2,790,240	$1,905,641	$2,114,541	$2,164,415	$2,424,583	$13,949,335
Expended by Colleges	2,646,291	3,229,933*	2,072,238	1,906,552	2,097,416	2,421,866	14,374,296
Balance	$ (96,376)	$ (439,693)	$ (166,597)	$ 207,989	$ 66,999	$ 2,717	$ (424,961)
Balance ÷ Allocation	3.78%	15.76%	8.74%	9.84%	3.00%	0.11%	3.05%

*26 of 27 colleges

TABLE 2

SPD ALLOCATIONS AND EXPENDITURES
BY COLLEGE, 1974-75

	Allocations	Expenditures
Brevard Community College	$ 124.601	$ 141,600
Broward Community College	148,060	153,398
Central Florida Community College	45,199	36,590
Chipola Junior College	28,816	27,424
Daytona Beach Community College	84,160	86,038
Edison Community College	33,795	52,563
Florida Junior College at Jacksonville	275,323	245,374
Florida Keys Community College	16,111	7,959
Gulf Coast Community College	40,518	52,724
Hillsborough Community College	103,083	116,395
Indian River Community College	58,793	84,462
Lake City Community College	44,163	42,197
Lake-Sumter Community College	19,322	25,340
Manatee Junior College	49,221	43,526
Miami-Dade Community College	488,057	487,789
North Florida Junior College	23,244	15,168
Okaloosa-Walton Junior College	44,278	35,049
Palm Beach Junior College	97,508	130,668
Pasco-Hernando Community College	16,929	19,627
Pensacola Junior College	148,129	88,754
Polk Community College	54,348	66,213
Santa Fe Community College	107,497	90,812
Seminole Junior College	65,842	49,598
South Florida Junior College	13,569	14,323
St. Johns River Junior College	21,151	25,350
St. Petersburg Junior College	157,735	168,047
Tallahassee Community College	38,405	33,702
Valencia Community College	76,726	81,176
Total	$ 2,424,583	$2,421,866

TABLE 3

SPD EXPENDITURES BY FUNCTIONAL AREA
PRIMARILY SERVED, 1969-70 THROUGH 1972-73

Functional Area	1969-70		1970-71		1971-72		1972-73	
	Cost	# Activities	Cost	# Activities	Cost	# Activities	Cost	# Activities
A	$ 193,859	47	$ 190,310	36	$ 130,994	33	$ 248,337	40
F	12,406	3	4,247	3	4,500	1	2,448	3
F,A	391	1	12,884	3	23,963	1	-	-
I	1,744,531	217	1,514,633	228	1,273,962	161	838,400	167
I,A	100,974	21	422,986	17	139,421	11	194,822	12
I,F	11,989	6	17,362	8	-	-	800	-
I,F,A	45,423	6	8,419	3	17,070	1	-	-
I,P	101,476	19	215,607	21	176,147	13	34,197	4
I,P,A	223,017	16	532,903	27	238,694	26	384,722	23
I,P,F	55,983	3	5,619	4	-	-	-	-
I,P,F,A	112,152	18	190,542	19	7,960	2	-	-
P	23,482	12	61,320	21	57,207	12	167,607	23
P,A	11,704	3	16,340	3	2,320	2	-	-
P,F	1,245	1	-	-	-	-	-	-
N	7,659	21	36,761	9	-	-	35,219	10
Total	$2,646,291	394	$3,229,933	402	$2,072,238	263	$1,906,552	283

Key:
I - Instructional
P - Guidance, testing, student personnel services
F - Facilities
A - Administration and other support services
N - No functional area indicated

TABLE 4

SPD EXPENDITURES BY PPBS PROGRAM AREA
SERVED MOST, 1973-74 THROUGH 1974-75

PPBS Program Area	1973-74					1974-75				
	Staff Development		Program Development		Total Cost	Staff Development		Program Development		Total Cost
	Cost	# Activities	Cost	# Activities		Cost	# Activities	Cost	# Activities	
A&P	$752,833	61	$ 473,143	106	$1,225,976	$769,069	77	$ 523,789	111	$1,292,858
Occ	45,894	11	248,346	53	294,240	46,932	24	338,815	66	385,747
Dev	7,070	3	64,947	11	72,017	1,601	3	85,635	10	87,236
CIS	0	0	30,023	10	30,023	0	0	8,310	4	8,310
OR	-	-	-	-	-	0	0	132	1	132
PS	-	-	-	-	-	0	0	11,433	4	11,433
AS	12,886	3	116,793	21	129,679	41,533	12	143,856	32	185,389
SS	1,154	3	128,287	16	129,441	21,663	12	119,318	16	140,981
IS	17,268	14	198,772	31	216,040	42,514	19	267,191	24	309,705
PP	-	-	-	-	-	75	1	0	0	75
Total	$837,105	95	$1,260,311	248	$2,097,416	$923,387	148	$1,498,479	268	$2,421,866

Key:

A&P - Instructional, Advanced and Professional
Occ - Instructional, Occupational
Dev - Instructional, Developmental
CIS - Instructional, Community Instructional Service
OR - Organized Research
PS - Public Service
AS - Academic Support
SS - Student Support
IS - Institutional Support
PP - Physical Plant Operation and Maintenance

STAFF AND PROGRAM DEVELOPMENT GUIDELINES COMMITTEE 1975-76

Dr. Frederick W. Atherton
Bureau of Program Support & Services
Division of Community Colleges
310 Collins Building
Tallahassee, Florida 32304
(904) 488-0555

Dr. David L. Evans
Provost, East Campus
Valencia Community College
Post Office Box 3028
Orlando, Florida 32802
(305) 299-5000, Ext. 7251

Dr. Richard J. Metcalf
Dean, Administrative Services
Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304
(904) 576-5181

Mrs. Patricia A. Miller
Chairman, Learning Resources
Polk Community College
999 Avenue H., N.E.
Winter Haven, Florida 33880
(813) 294-7421

Dr. Eric R. Mills
Dean, Career and Adult-Continuing Education
Florida Junior College at Jacksonville
District Offices
Jacksonville, Florida 32205
(904) 358-1812

Mr. Roy E. Oldham
Dean, Student Services
St. Petersburg Junior College
Post Office Box 13489
St. Petersburg, Florida 33733
(813) 546-0011

Dr. Earl S. Weldon
President
Seminole Community College
Sanford, Florida 32771
(305) 323-1450

Mr. Edward B. Wiley
Associate Dean, Academic Affairs
St. Johns River Junior College
5001 St. Johns Avenue
Palatka, Florida 32077
(904) 328-1571

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